



Arizona Early Childhood Development and Health Board
Regional Partnership Councils
Member Application
Frequently Asked Questions

COUNCIL COMPOSITION

1. What is the composition of the Regional Partnership Councils?

Required membership for Regional Partnership Councils (RPC) is defined below. While type-of-member examples are defined, individual applicants may qualify based on professional experiences that may compliment the needs of the community and Council.

- **Parent of a child five or younger** at the time of their appointment to the Council - including guardians who are the primary caretakers of a child five or younger.
- **Child care provider or preschool provider** that is licensed by the Arizona Department of Health Services, certified by the Arizona Department of Economic Security, authorized by a Tribal government or the U.S. Department of Defense or registered with Child Care Resource and Referral.
- **Health services provider** serving children birth through age 5 and may include but is not limited to physicians, nurses, county health department lay health workers, school nurses, dentists, dental hygienists, registered dietitians, physical therapists, occupational therapists, speech therapists, psychologists, other physical and mental health services professionals and paraprofessionals.
- **Public school administrator** (for the purposes of this requirement, charter schools established pursuant to Title 15 are considered public schools) – also including tribal community schools and Federal / BIA schools on tribal lands.
- **Early childhood educator** providing early childhood professional development instruction, including but not limited to community college and university level instructors or administrators and other professional development organizations.
- **Member of the business community** who is an owner, officer, CEO or member of the executive management staff of a for-profit or not-for-profit business.
- **Member of the faith community** with a voluntary or paid role in any part of the faith community, including but not limited to a traditionalist in a tribal community, minister, rabbi, priest, monk, cleric, or other faith -based representation consistent with the community norms and titles.

- **Member of a philanthropic organization** who is either on the organization's board of directors or executive management staff.
- **Tribal member representative** who is a public official or employee of a Tribal Government. In addition to the specific public official or employee of a Tribal Government, Tribal members may also apply for Council positions in any of the other categories listed above.
- **At-Large Representatives** which is first available to Tribal representatives from each Tribal Nation located in the region. The balance of at large membership must be a community member (lives or works in the region) and may, but does not have to, represent any of the categories identified above (2 positions available).

2. Will the Regional Partnership Councils be ethnically diverse?

A comprehensive recruitment effort will be implemented to help ensure that the RPCs represent the diversity of the region they are serving and provide the representation needed for effective, informed, locally driven planning and decision making.

REQUIREMENTS FOR MEMBERSHIP

3. What requirements must I meet to be considered an applicant?

The following are the minimum requirements for an application to be considered:

- Applicants must work or reside in the region
- Applicants must provide three references for contact; References are people who know you and can provide information about your volunteer, business, and/or community involvement in the region for which you are applying
- Applicants must be willing to serve a four year term on the RPC (initial terms may be 2 years)
- Applicants must be able to commit to at least six to eight hours of work per month, year round, including two to three hours of preparation and meeting time per RPC meeting. Additional time may be needed for committee meetings when determined by the RPC.

4. How does the AzECDH Board define "work in a region"?

Applicants may submit up to two applications, one for where they live and one for where they work. If an applicant is submitting an application based on where they are employed, it is for the RPC in which their office is located. If an applicant's work is conducted at multiple sites across multiple RPCs then the applicant must choose which RPC is most appropriate.

5. I work in one region but live in another region. Can I serve on more than one Council?

Regional Partnership Council members may only serve on one RPC at a time.

6. Do I need previous experience serving on a Board to be considered?

Prior experience on a board is considered helpful, but not a requirement. First Things First (FTF) is looking for the following experience and abilities of applicants for the RPCs:

- A. Understanding of fundamental and strategic needs of the region.
- B. Demonstrated ability to work well with others in a diverse setting.
- C. Demonstrated ability to work for consensus and to collaborate.
- D. Willingness to commit the time required for participation.

- E. Ability to share ideas while respecting the views of others.
- F. Ability to explore proposals assertively, knowledgeably and purposefully.
- G. Ability to analyze proposals objectively, clearly and critically.
- H. Demonstrated ability to communicate ideas clearly.
- I. Ability to participate constructively in discussions.
- J. Prior experience serving on a service or agency board is considered helpful but not required.

7. How often will Regional Partnership Councils meet and where?

Regional Partnership Councils will decide how often to meet. It is estimated that there will be up to six to eight hours of work per month, year round (this includes preparation time and actual meeting time per RPC meeting). Additional time may be needed for committee meetings as determined by the RPC. Meetings will be conducted in the region at a location agreed upon by the RPC. There will also be a one or two day initial orientation in early Spring 2008 at a central location for all RPC members, as well as yearly meetings or trainings for RPCs.

8. What will happen if all the Regional Partnership Council positions can't be filled initially? Can the RPC start work anyway?

A RPC may convene with six of the eleven membership appointments filled. When a RPC convenes with less than the full membership, the RPC shall form a membership committee charged with recruiting and making recommendations through the FTF Executive Director to the Board for additional appointments using the process above.

9. What if I have to resign for personal or other reasons?

Members of the RPC who miss more than three meetings without excuse or resign their membership shall be replaced by the Board after a public application process and with the input of the RPC. ARS 8-1162(c)

10. What if the role I fill on the Council is based upon my job (i.e. I'm a school administrator representative) and my work situation changes? Do I have to resign?

No, you will carry out your full term but would not be eligible to serve an additional consecutive term.

11. I'm a Tribal member and my Tribe is forming its own Tribal Regional Partnership Council. Can I serve on the RPC from which my Tribe opted out instead of or in addition to serving on my Tribal Regional Partnership Council?

If the Tribe opts out and you live and work on the reservation, you are ineligible to serve on the non-Tribal RPC. Dual membership on two RPCs is not permitted, so if your tribe opts to form its own RPC, you would need to decide on which RPC you would like to serve on for any position for which you meet the requirements.

12. My Tribe has decided not to form a Tribal Regional Partnership Council. How will my Tribe be represented on the RPC and what if we have Tribal lands in multiple regions?

Tribal Nations that are included in a region (the Tribe has not selected to be their own Region), will have a Tribal member representative who is a public official or employee of the Tribal Government. In addition to the specific public official or employee of the Tribal Government, Tribal members may also participate in the RPC in any of the other member categories for which they meet the requirements. A RPC with boundaries that include multiple Tribal Nations shall have a representative from each of the Tribal Nations.

When the Board considered the RPC boundaries it was determined that Tribal Nations, as a whole, would be designated as part of a region, rather than dividing a Tribal Nation among multiple regions. This was done to support planning across the Tribal population and alignment with each Tribe's planning and service delivery system. Each Tribal Nation is identified as part of one region. In summary, where Tribal lands fall within more than one county, the region has been defined as inclusive of the entire Tribal Nation. To see a listing of the Regional Partnership Councils click [here](#).

The two exceptions to this plan are the Navajo Nation and the Tohono O'odham Nation at Gila Bend. Coconino, Navajo and Apache Regional Partnership Councils include the portion of the Navajo Nation that is within each county boundary. The Tohono O'odham population living on Tribal lands in the Gila Bend area are included with the SW Maricopa Regional Partnership Council.

13. How will I know if a Tribe has made the decision to establish their own Regional Partnership Council?

Decisions will be regularly posted on the AzECDH website at www.azecdh.gov

14. What are key responsibilities of a Regional Partnership Council member for the first year?

The Regional Partnership Councils have a variety of responsibilities under the law. Responsibilities are defined in ARS Title 8, Chapter 13, Section 1161 (selected sections are referenced below):

- A. Identify the assets available for early childhood development and health programs in its region, including opportunities for coordination and use of other available funding sources.
- B. Identify and prioritize the unmet need for early childhood development and health programs in its region.
- C. Submit a report detailing assets, coordination opportunities and unmet needs to the Board bi-annually. (The AzECDH Board shall have the discretion to approve or reject a Council's Assessment Report in whole or in part or to require revisions.)
- D. Annually develop a Regional Plan for the expenditure, during the next fiscal year, of funds budgeted by the Board pursuant to Section 8-1184 to meet the needs identified in its Region.
- E. Conduct the approved programs directly and/or make the approved grants pursuant to Section 8-1173.
- F. Increase parents' and providers' access to information about early childhood development and health programs.
- G. May solicit private funds from individuals, corporations and foundations to support its efforts to improve the quality of and access to early childhood development and health programs in its region. The Early Childhood Development and Health Board must give approval for any donations received in response to RPC solicitation and manages the process from beginning to end.

15. What if I determine that I have a conflict of interest in a decision we are making?

Regional Partnership Council members must verbally disclose their conflict and recuse themselves from participation in decision making in areas where they have a conflict of interest. See p. 7-8 of the Application Guide.

16. Are the Regional Partnership Council meetings open to the public?

Yes. Regional Partnership Councils must comply with Open Meeting Law per the Arizona State legislature, which includes posting of meeting notices within time limits and keeping a public record or recording of all meetings associated with the work of the Council.

17. Will one Council interact with another Council?

Yes. An initial training/orientation for all Councils is being planned for the spring of 2008. In addition, there will be opportunities for Council members to share ideas, strategies, successes and challenges related to local work.

Each Council will have a Regional Coordinator and the Coordinators will interact on a regular basis.

18. If I'm not accepted as one of the Council members, will there be any other ways for me to participate?

Yes. It is likely that Councils will determine and use an organizational structure that includes subgroups or committees aligned with state and community priorities. Councils will value and utilize committee input from an advisory standpoint and in understanding various aspects of the community in which they serve. In addition, all Council meetings are open to the public, as they must follow the State's open meeting law.

APPLICATION AND SELECTION PROCESS

19. How long are applications being accepted?

Applications for the Regional Council will be posted on the Arizona Early Childhood Development and Health Board website effective December 14, 2007 through January 31, 2008. The deadline may be extended for a particular region or regions if a sufficient number of applications are not received. Councils need six members to begin meeting.

20. What is the procedure for amending or updating my Regional Partnership Council application?

Applicants will need to submit another application if they need to update or add to their application.

21. What is the scoring/review process and timeframe?

All applications will be reviewed and scored within 30 days of January 31, 2008. Interviews with recommended applicants will occur immediately thereafter. Refer to pages 5-6 of the Application Guide for complete details. Appointments to the Council will be made by the Early Childhood and Development (ECDH) Board by April 1, 2008.

22. If selected, what is the length of my term?

Members of the Regional Partnership Councils shall serve four year terms, to begin and end July 1. Council members appointed in 2008 will have staggered terms. Initial terms of members for each Regional Partnership Council are:

- a. Five members terms begin April 1, 2008 and end July 1, 2010.
- b. Six members terms begin April 1, 2008 and end July 1, 2012.

Regional Partnership Council members may be appointed to serve one additional consecutive term.

23. How will I know if my application was accepted? In other words, was I appointed by the Board to serve on a RPC?

All applicants will be notified of the results of the process by the end of application process (January 31, 2008).

Applicants who do not meet the minimum requirements will be notified in writing that their application did not meet minimum requirements and is no longer being considered. The minimum requirements include:

- Living or working in the Region
- Meeting at least one of the membership categories and/or applying as a member at large
- Submitting the requested references.

All applications meeting minimum requirements will be scored using a screening grid point process based on the knowledge, skills and experience identified in the description. Applicants scoring the highest in each membership category will be prioritized for an interview. The Executive Director will submit recommendations to the Board of Directors by Region. The Board will consider recommendations and designate appointments. Once the Board has approved an appointment, the Executive Director will prepare and send a letter of appointment on behalf of the Board.

COMPENSATION

24. Will I be compensated for my work on this Council?

Regional Partnership Council members are not eligible to receive compensation. Members are eligible for reimbursement of travel expenses and reimbursement for some meals pursuant to Title 38, Chapter 4, Article 2.

25. Will I be reimbursed for expenses incurred on behalf of this Council? What type of expenses will be reimbursed?

Reimbursement for expenses other than travel and meals (see reference above) shall be paid from the administrative costs account of the Early Childhood Development and Health Fund only with prior approval by the Regional Coordinator and Regional Manager. In addition to prior authorization, such expenditures must only be for the necessary conduct of RPC business.